

STREET USE (SPECIAL EVENT) PERMIT APPLICATION

Applicant

Jill Krynicki
Madison Opera
335 W. Mifflin St
Madison, WI 53703
Email: Krynicki@madisonopera.Org
Phone: (608) 238-8085

Contact During Event

Jill Krynicki
Madison Opera
335 W. Mifflin St
Madison, WI 53703
Email Krynicki@madisonopera.Org
Phone: (608) 238-8085

Event Information

Name of Event:

Event Type:

Estimated Attendance:

Is this a new event:

Event Additional Information

Run/Walk:

Music/Concert:

Festival:

Rally:

Parade:

Posting no parking signs or bagging meters?

Other:

If other, please describe:

Site Map

Each event application must include a detailed event site map with the following items a applicable:

- Accessible paths for wheelchairs as well as disabled parking spaces
- Dumpsters
- Emergency vehicle access lanes (minimum of 20')
- Event Perimeter
- Garbage and Recycling - cleanup and trash/recycling plans are required with the site map
- Portable toilets
- Signage
- Stages
- Temporary Structures
- Tents
- Vendors

A helpful online resource for route mapping is: [Map My Run](#)

I understand I must attach site map and route map with this application, if applicable:

Location Information

Capitol Square:

State Street Mall (700/900):

30 on the Square:

Other:

Street Names and Block Numbers:

333 S. Rosa Rd from Mineral Point Rd to South Hill Dr, 5600 block of South Hill Dr

Event Dates

Setup Date	Setup Time	Event Start Date	Event Start Time	Event End Date	Event End Time	Cleanup Completed Date	Cleanup Completed Time	Rain Date
07/18/2019	7:00am	07/20/2019	8:00pm	07/20/2019	11:00pm	07/21/2019	2:00pm	07/21/2019

Temporary (Picnic/Beer) Licenses

Visit the [City of Madison City Clerk's Office](#) website under heading "Temporary Picnic/Beer License" to apply.

Will beer/wine be sold?(\$):

Will beer/wine be served (Free of charge)?:

I understand that a Certificate of Insurance with liquor liability, naming the City of Madison as additional insured, is required: *

I understand I must apply for Temporary (Picnic/Beer) License to serve or sell beer/wine for this event:

If the Temporary (Picnic/Beer) License is denied will the event occur?: **No**

Street Use Event Vending License

If food will be sold please visit the [Public Health - Madison & Dane County](#) website.

I understand a Special Event License Application listing the vendors and their Sellers ID# is required:

Will food and/or merchandise be sold?(\$):

Estimate number of vendors:

Public Amplification Permit

If public amplification is needed it must be kept to a reasonable level at all times and must end by 11 pm.

Will there be Public Amplification?(\$):

Start Date	Start Time	End Date	End Time	Rain Date
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SAFETY AND SECURITY

- Complete the Emergency Action Plan (EAP) template below to provide information about the safety plan for your event.
- For large events, contact [Madison Fire](#) prior to submitting the street use permit application, so they can review and make recommendations for additional emergency plan requirements.
- At the review of the street use permit application, Police and Fire Department representatives may also require [Special Duty Police Officers](#) or Fire Inspector staffing at your event. If MPD designates an event as a District Event, the organizer must contact [Central District MPD](#), (608) 266-4482, regarding Madison Police requirements for the event.

Emergency Action Plan [PDF/ MS Word](#)

RUN/WALK EVENTS

For run/walk events, organizers are strongly encouraged to contact [Police](#), [Traffic Engineering](#) and [Madison Metro](#) prior to submitting an application so these agencies can review and make recommendations on the proposed route(s).

I understand that I must submit the Emergency Action Plan:

Equipment Rental - Downtown events only.

Will you need equipment rental from the City of Madison?(\$):

Trash Barrels:

Recycling Barrels:

Dumpsters:

Electrical Adaptors:

Marketing

Conditional approval of the event is required before promoting, marketing or advertising the event.

Do you want this included in the Madison Parks calendar of events?:

Acknowledgement

If a street use permit is issued for the event, the Applicant agrees to comply with all permit conditions, and understands that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event

Further, the Applicant is legally responsible and financially liable to the City of Madison for all city fees and costs associated with the overall organization, management, and implementation of the event and its related activities and maintains ultimate liability for payment of all fees and costs assessed by the City of Madison.

I have read the Acknowledgement:

Indemnification

THE APPLICANT FOR A STREET USE PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

I have read the Acknowledgement:

Signature

Signature: Jill Krynicki

Date: 06/01/2019

Opera in the Park Schedule - 2019 as of January 12, 2019

Monday, July 15					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Delaney & Volunteers	Misc
9:30 AM			Opera Staff Meeting		
1:00 PM		2 Street Banners put up, meet at Rosa/Mineral Pt corner	Jill picks up no parking signs, hardware store, Target, place Panera order		
Tuesday, July 16					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Delaney & Volunteers	Misc
AM			call in the Jimmy Johns order call in tables & chairs # to Tents		
Wednesday, July 17					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Delaney & Volunteers	Misc
AM	Billy & Steve prep warehouse & OC pick up	"No Parking" Signs put up- Brian & Tim	9am-4:15pm Jill picks up Garner Park keys, Give gate key to Tim		
Thursday, July 18					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Delaney & Volunteers	Misc
9:00 AM	TD Picks up Truck, then items at warehouse, OC, Full Compass		Today: Pick up radios @General Communication, Costco Run-gatorade		
12:00 PM	1st load from Sunbelt Power	Vendors: Golf Carts arrive			
1:00 PM	2nd load from Sunbelt (Generators) Intellasound arrives at the park		1:00-4:00 Sitzprobe in Promenade Hall		
2:00 PM	IA Crew Call: Place the stage, run cable, set side stage scaffolding & FOH, unload motors, lighting	Plywood for Generators			
3:00 PM		Culligan Arrives w/H2O Sunbelt delivers scaffolding			
4:00 PM	(Capital City tents arrives)	Capital City Tents Arrive	Beth on site	Banners arrive	
7:00 PM	End Crew Call, Security arrives	Securitas Security Arrives Park golf carts in orch tent			
Friday, July 19					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Delaney & Volunteers	Misc
8:00 AM	Begin crew call		Kate arrives	Delaney & Kate do bins	
9:00 AM	Sunbelt delivers House Lights some time	Vendors arrive: Bucky's	Karra & Adam hang banners. Need a spotter. Leave room for speakers		AM Merchandise delivered to shelter
9:30 AM			Panera delivers coffee/bagels		
10:00 AM	Coffee Break	Coffee Break Huber arrive: set VIP chairs, set trash & recycling cans	Coffee Break		
10:30 AM		Place program tables			Oakwood arrive w/ chairs
12:00 PM		Start fencing & backstage set up	Pick up Jimmy Johns order		
12:30 PM	Lunch Break	Lunch Break	Lunch Break		
1:00 PM	MSO Arrives, set orchestra	Finish fencing & backstage (Oakwood arriving to set up their chairs)	PVC by prog tables Pepsi will be arriving some time this afternoon, Set up audience chairs		Oakwood arriving around 1pm
2:00 PM	Start Light Focus, run intercom, RV arriving	FOH fencing up	RV Arrives (Get Lrg tshirt for RV)		Tshirts will arrive this afternoon
4:00 PM			Dinner coming from caterer	lights in portapotties	
5:00 PM	Sound touch ups, patch lighting	5pm Huber Released		5:00-7:00 set up VIP tables, program tables, PVC	Artists Arrive
5:30 PM		Barricades up (start w/Garner Parking lot)	Remember to rope off section for videographer near FOH		
6:00 PM	Dinner for show crew & Sound check for Kathryn	Dinner Break	Dinner Break		Chorus Arrives
7:00 PM	Start rehearsal		T-shirt to ASM		
10:00 PM	Night Focus				
11:00 PM	Securitas Security arrives	Securitas Security arrives	Securitas Security arrives		
Saturday, July 20					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Delaney & Volunteers	Misc
7am			MO Staff on site for set up		
8:30 AM		finish banners	8am Kate arrives		

9:00 AM		Security released Huber arrive: finish setting barricades, rope fence	Get signs ready for sign volunteers		
11:00 AM			Begin to get tub stuff ready for volunteers	Delaney on site	
12:00 PM		Huber released		Signs & Set Up Vols	
1:00 PM		Chocolate Shoppe, Pepsi arr, Brian gets ice	Chocolate Shoppe		
2:00 PM				Volunteer Check in & Parking starts	
3:00 PM	Light & Sound check		Staff on site		
4:30 PM		Police Capt arrive EMS arrives, parks on basketball court	Jill orders Roman Candle for crew dinner		
5:00 PM		Police traffic control arr	Have a cart & driver at drop off for dinner guests	Backstage Parking, Table, Raffle, Golf Carts start	
6:00 PM	Dinner Break, Prelude dinner begins in VIP tent	Dinner Break, Prelude dinner begins in VIP tent, police patrol begins	Dinner Break, Prelude dinner begins in VIP tent		
6:30 PM					Busses pick up Chorus & Symphony
7:00 PM	Show Call, Chorus warm up				Chorus Warm Up
8:00 PM	Show Start (see cue sheet)	Show start	Show start	Show start	
Intermission		Stack tables & chairs from VIP tent start to take down fencing for exit	Begin packing up whatever you can. Kate & Delaney pack up Shelter	Ushers, Table hosts resume	
10:30 PM	Load out crew arrives				Post Show reception
Post Show			Signs go in Jill's car	Tear Down Vols	Park turns on Shelter lights for exit
2am	Securitas Security arrives	Done with strike Security arrives			

Sunday, July 21

Time	Crew	Grounds & Vendors	Jill & MO Staff	Delaney & Volunteers	Misc
AM		Bucky's picks up Potties			
8:45 AM			Jill arrives at Park		
9:00 AM		Security released Huber arrive: take down fence posts, clean up park.	Jill takes down parking signs, walk park for litter	Clean up Crew arrive: take down parking signs, walk park for litter	
12:00 PM		Huber released			
1:00 PM		Capital City Tents picks up	Jill takes signs, etc to office		
	Billy returns Ryder Truck after returning OC risers	Pepsi picks up, Brian & Tim take fencing, Culligan, etc to office			

Monday, July 24

Time	Crew	Grounds & Vendors	Jill & MO Staff	Delaney & Volunteers	Misc
AM		Sunbelt picks up light towers, generator, scaffolding Premier Golf Carts picks up from CUNA	Jill returns Radios, Shelter Key Jen arranges for Culligan pick up		

Wellspring Church-
Volunteer parking

South Hill Dr- Crew Parking

Opera in the Park 2019

Volunteer parking

Generators

P

H

Bar Pop-up Tent

Catering Tent

VIP Tent 60x100

R V

M S O

Stage 40x40

3 Potties

H H

Orch Tent 30x30

Potties 2 HC, 10 Reg

2

3

T

Spot

Spot

Potties 2 HC, 12 Reg

H H H

1

Trash/Recycling

Set-up begins: Wed, July 17
Parking restrictions begin: 11am, Fri, July 19
Concert: Sat, July 20 - 8pm
Tear down & Clean up: Sat & Sun July 20, 21
Rain date: Sun, July 21

4 of each



Opera

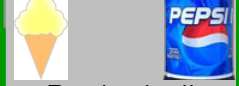
Trash/Recycling

4



Scaf

Rosa Rd



Basketball Court



10x10 Tent

6

Scaf

Potties 5 Reg, 1 HC

H

5

Shelter
Event headquarters
Lost & Found

P P H

Key: # Program table, trash/recycling, handwashing
 Bike parking, Chocolate Shoppe Stand
 Ambulance & First Aid tent, fencing, T-shirt table

Opera in the Park

Emergency Evacuation Plan

In the event that a situation should arise that requires the evacuation of Garner Park, the following plan will be implemented for the purpose of providing a safe and expeditious clearing of spectators and opera participants.

Ultimately, specific situational considerations related to an evacuation may dictate adjustments. Therefore, it is recognized that this plan cannot necessarily apply to every possible situation, but does provide an appropriate emergency evacuation foundation.

Lost Persons

Announcements are made from the stage before, during intermission and after the performance informing lost persons to meet their party at the Garner Park Shelter at the top of the hill.

Communication in the Park

Announcements are made from the stage before, during intermission and after the performance informing patrons of the location of the first aid station. Patrons needing assistance should send one member of their party to the first aid station for help. The first aid station and the emergency medical team will communicate via radio (provided by the event coordinator). Any other emergency that arises will be communicated via the radios.

Emergency Evacuation Requiring Shelter

CUNA has authorized the use of their parking facility in the event a situation should arise requiring immediate evacuation and shelter. CUNA security staff will be available to provide access to this area upon our request. A public address message will be announced directing all persons to move in an orderly fashion to the CUNA complex parking facility located at ground level, immediately west of Rosa Rd and south of Driftwood Ave (Attachment A). All available public safety personnel will be directed to respond and assist with the evacuation.

Just prior to the public address announcement, Opera volunteer staff and Madison Police Officers will be informed to report to the basketball court located on the west side of the park. These personnel will then form a line that will begin on the east side of the basketball court and continue in a westerly direction to the east parking facility overhead door; this line will provide an identifiable path for evacuees to follow to safety. Volunteer staff and police officers should be the last individuals to enter the shelter area. The parking facility will be utilized until an "all clear" notification is received (Attachment B).

Emergency Evacuation Only

In the event that a situation should arise that requires the immediate evacuation of the park, Opera volunteer staff and Madison Police Officers will be directed to their post-event assignments. All available public safety personnel will be directed to respond to assist with the evacuation.

A public address message will be announced directing all persons to immediately evacuate the park, return to the vehicles and leave the area (Attachment C). A traffic evacuation plan will be implemented to facilitate the expeditious departure of vehicular traffic (Attachment D). Dependent on the cause of the evacuation, Opera participants and volunteer staff may be asked to leave the area or to stand by and be available at a nearby location. In the event that they are asked to stand by, Opera participants and volunteer staff should move to the most westerly parking lot of the CUNA complex and remain there until directed. In the event that weather or other factors require shelter for these personnel, CUNA staff will be contacted for assistance (Attachment E).

Opera in the Park

Emergency Evacuation Plan

Volunteer, Staff and Police Information Sheet

In the event that a situation should arise that requires the evacuation of Garner Park during the event, you will be needed to assist in the process of clearing the area and/or moving spectators and Opera participants to a safe location.

It is important to provide a calm and confident demeanor while the evacuation is underway. Please walk calmly to your assignment. Please maintain a calm demeanor throughout the evacuation process as it will significantly reduce the anxiety of others.

Emergency Evacuation Requiring Shelter

In the event a situation should arise that requires the immediate evacuation of the park and moving people to shelter, volunteer staff and police will be directed to report to the basketball court located on the west side of the park.

Volunteer staff and police will then be used to form a line that will run from the basketball court to the CUNA complex east parking facility overhead door.

A public address announcement will notify spectators and opera participants to walk west towards Rosa Rd and the basketball court where opera staff and volunteers will direct them to the CUNA parking facility. Volunteer golf cart drivers should be in their carts and prepared to assist those who may need extra assistance exiting the park.

Personnel should point in the direction of the shelter location while maintaining a calm demeanor. During the time of the evacuation any inquiries by the crowd should be answered with comments encouraging them to continue moving towards shelter.

Volunteers, staff and police officers should be the last individuals to enter the shelter area. The parking facility will be utilized until an "all clear" notification is received.

Emergency Evacuation Only

In the event that a situation should arise that requires the immediate evacuation of the park, Opera volunteers, staff and Madison Police Officers will be directed to their post-event assignments. All available public safety personnel will be directed to respond to assist with the evacuation.

A public address message will be announced directing all persons to immediately evacuate the park, return to their vehicles and leave the area. Volunteer staff and police should maintain a calm demeanor and encourage the crowd to continue walking to their vehicles to leave the area.

A traffic evacuation plan will be implemented to facilitate the expeditious departure of vehicular traffic.

Dependent on the cause of the evacuation, Opera participants and volunteer staff may be asked to leave the area or to stand by and be available at a nearby location. In the event that you are asked to stand by, Opera participants and volunteer staff should move to the most westerly parking lot of the CUNA complex and remain there until directed. In the event that weather or other factors require shelter for these personnel, CUNA staff will be contacted for assistance.

Public Address Announcements – Opera in the Park

Attachment A – Emergency Evacuation Requiring Shelter

“A tornado warning/severe thunderstorm warning is in effect. Shelter is available in the CUNA complex. Please walk in an orderly fashion towards Rosa Rd and the basketball court where Opera staff will direct you to the CUNA parking facility. Please remain there until notified that the warning has been lifted.”

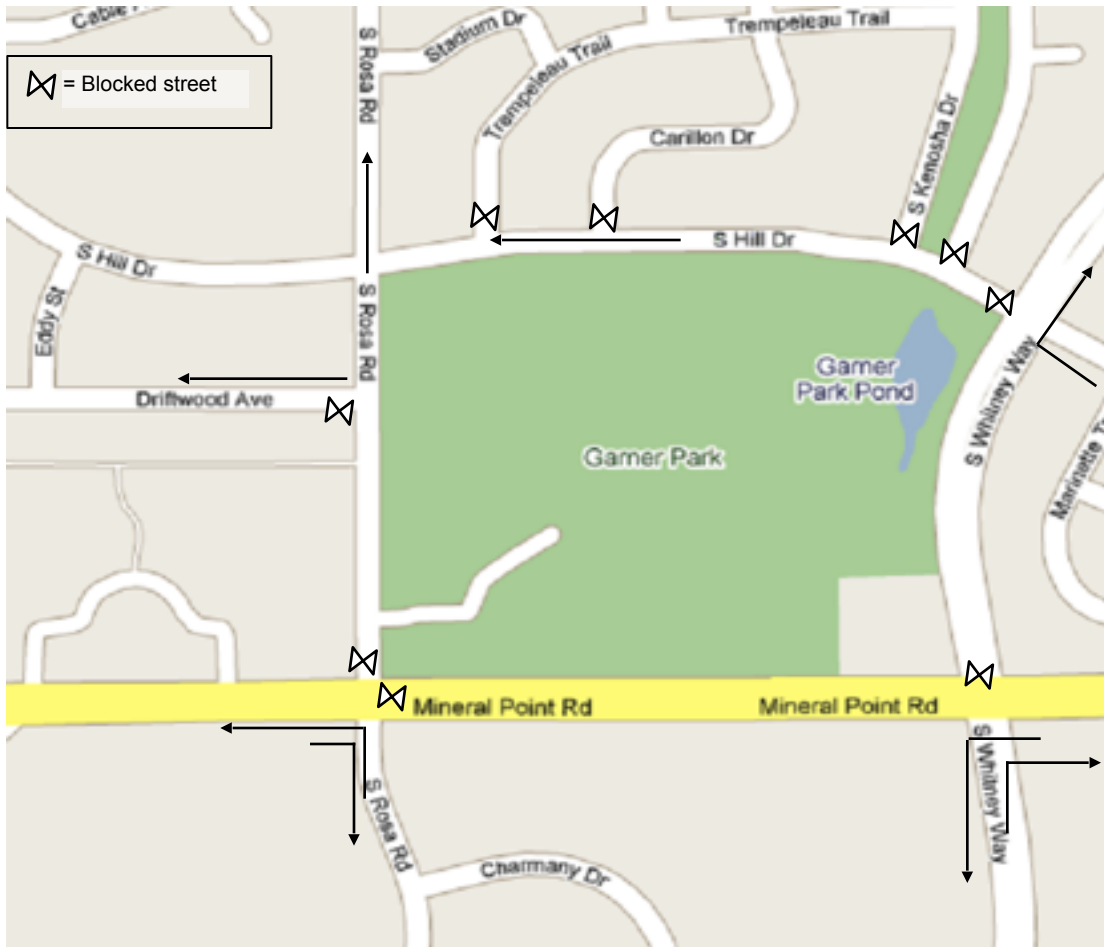
Attachment B – Evacuation Requiring Shelter Diagram



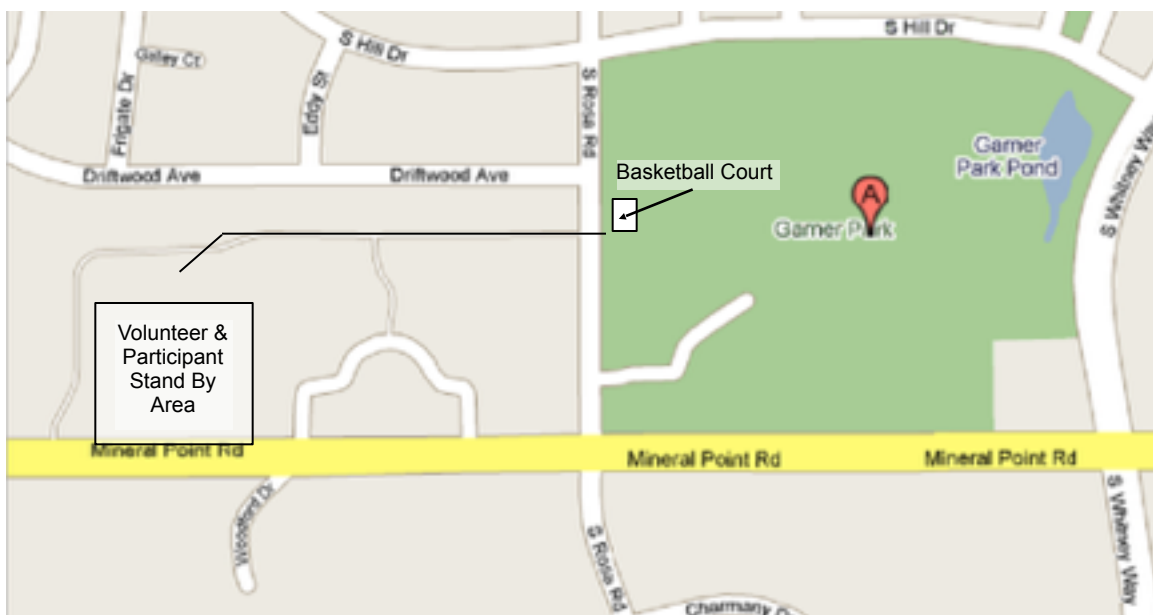
Attachment C – Emergency Evacuation Only

“Due to circumstances beyond our control we regret to inform you that this event must be cancelled. You must leave the park immediately. Please return to your vehicles in an orderly fashion and leave the area.”

Attachment D – Emergency Evacuation Only Traffic Pattern



Attachment E - Volunteer Staff and Participant Stand By Area



2019

Opera in the Park Inclement Weather Protocol

Friday

If weather, or any other unforeseen occurrence causes a delay in set-up which may delay or prevent the 7pm dress rehearsal, the procedures below will be taken by 4:45pm.

Decisions to continue forward, delay, relocate or postpone the rehearsal will be made by Kathryn Smith, General Director, who will immediately inform Jill Krynicki. If the decision is made to move the rehearsal indoors, it will be moved to the Wisconsin Studio in the Overture Center, the start time will be determined by the Madison Opera General Director.

The following contacts will be made:

Jill Krynicki will call:

Billy Larimore– (608) 345-9180
Tim Ross – (608) 957-4378
Brian Weinkauff- (608) 345-3227
Kate Goodall- (608) 332-6912
Kelli Lamberty - City of Madison
(608) 266-6033
Ann Bowen – MSO (608) 516-1248
Anthony Cao – Chorus (608) 239-7869
Susan & Jonathan Lipp – Sound
(608) 239-3578, (608) 239-3576
Madison Police Capt Cory Nelson (608)
334-5020
Madison Fire (608) 712-6277
CUNA Security (608) 665-7031
G4S Security Doug Elliot (608) 332-0536

Grace Ferencek will notify volunteers as necessary

Sal Vasta will notify the artists.

Office Staff change the message at the office to indicate the changes

Anthony Cao will notify the Chorus.

Ann Bowen will notify the Symphony.

Billy will call:

Stage Crew
Henry Heine – Sound (847) 910-8750
Ken Ferencek – Lights (608) 334-0953

Opera in the Park Inclement Weather Protocol

Day of Show:

If heavy rain or dangerous weather occurs or is predicted for the evening of the concert, Kathryn Smith, General Director, will decide by 4:45 pm if the event will continue as scheduled, or be postponed until Sunday. If the event is postponed, Kathryn Smith will immediately contact Jill Krynicki. The following contacts will be made:

Kathryn

Ann Bowen – MSO (608) 516-1248
Anthony Cao – Madison Opera Chorus (608) 239-7869
Madison Opera Staff
Susan & Jonathan Lipp – Full Compass (608) 239-3578, (608) 239-3576

Jill & Kate will contact:

Tim Ross - (608) 957-4378
Brian Weinkauff- (608) 345-3227
Laura Bauer – Parks (608) 334-8870
Parks Weekend Ashley Bowman (608)
852-1285
Chocolate Shoppe (608) 221-8640
Madison Police Capt Cory Nelson (608)
334-5020
CUNA Security (608) 665-7031
Madison Fire (608) 712-6277
G4S Security Doug Elliot (608) 332-0536
UW Medical Jaime Hess (608) 622-7911
Rite-Way Leasing Co 608-225-3750
Ryder Truck 608-221-8550
Brian - Capital City Tents 608-212-3295
Beth- Premier Golf Carts 608-210-3421
Bucky's Rentals (608) 271-1291
Pepsi (608) 846-1223
Wellspring Church (608) 238-7753
Huber- Lynn Montgomery (608) 358-6058

Grace Ferencek will notify volunteers as necessary

Billy (608) 345-9180 will call:

Stage Crew
Henry Heine – Sound (847) 910-8750
Ken Ferencek – Lights (608) 334-0953

Sal Vasta will notify the artists.
Limo Driver, Hotel, Air travel

PR/Marketing Director will contact:
Media, Overture Box office (608) 258-4141,
and change the website

Beth Tolles will contact the Board of
Trustees & Upstairs Downstairs Catering

Jen Fenster & Jonathan Schroerlucke will
work the phones at the office, change the
office message to indicate the change or
postponement, work phones at the office if
possible.